

Management System: Safeguards and Security

Subject Area: Unclassified Foreign Visits & Assignments by Foreign Nationals

Procedure 6: Notifying the Host and Other Interested Parties of the Approval/Disapproval Decision

Issue Date:
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1.0 Applicability

This procedure applies to EMCBC Federal and contractor personnel involved in processing requests for or hosting foreign visits or assignments.

2.0 Required Procedure

Step 1	Upon the decision of the approving official, that decision is entered into the FACTS. The host is informed of the decision by email message.
Step 2	The host notifies those personnel and/or organization expected to play a role in the visit of the approval. The notification should confirm the date and time of the visit and provide a back-up point-of-contact should the host be unexpectedly absent on the day of the visit.
Step 3	<p>If an appropriate foreign national badge is not already available, one is prepared. The badge is issued to the visitor upon his/her arrival, and is collected prior to the visitor's departure. The badge maybe re-used.</p> <p>NOTE: The foreign national badge must specify the foreign visitor's country of citizenship.</p>

3.0 References

- [DOE O 142.3A, Unclassified Foreign Visits and Assignments Program](#)

4. Records Generated

The records table identifies those records generated during the work process described in any controlled document/procedure that shall be maintained to document activities or preserve historically valuable information after the work process is completed.

Records generated through implementation of this procedure are identified as follows, and are maintained by the Office of Technical Support & Asset Management in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent or N/A)
ADM-18-17.1-B	Visitor Access or Approval Files	Office of Technical Support & Asset Management	NA